

# Office of the Circuit Executive

United States Courts  
for the  
District of Columbia Circuit

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E. Barrett Prettyman United States Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001

## **JOB OPPORTUNITY**

### **ASSISTANT CIRCUIT EXECUTIVE FOR AUTOMATION CL 30**

The Assistant Circuit Executive serves as the chief automation manager for the United States Court of Appeals for the District of Columbia Circuit, with responsibility for overseeing all aspects of the Court's automation operations. The Assistant Circuit Executive supervises the Court's Automation Team, providing both technical and administrative direction of team operations which include providing support to chambers and court offices in the following areas: PC hardware and software maintenance; Novell/NT network services; telecommunications and data communications support; UNIX-systems support and development; programming and systems integration; Internet/Intranet services; maintenance of public access systems; systems security analysis; and automation training. The position is located within the Circuit Executive's Office.

#### **Representative Duties**

The duties performed by the Assistant Circuit Executive include, but are not limited to, the following:

- ▶ Supervises Automation Team staff, including performing all personnel management functions for the unit and overseeing day-to-day operations;
- ▶ Develops and implements strategic long- and short-range plans covering all aspects of the Court's automation operations;
- ▶ Evaluates court automation needs for the purpose of designing solutions to meet the requirements and to improve automation capabilities;
- ▶ Directs the development and programming of a variety of applications and oversees the implementation and enhancement of automated systems;
- ▶ Develops, evaluates and implements automation procedures, policies and standards;
- ▶ Oversees automation (network) security, Novell/NT network support services and WAN services;
- ▶ Assesses automation training needs and oversees circuit-wide and specialized training programs and initiatives;
- ▶ Serves as a primary resource to judges and unit managers on matters pertaining to automation technology; and
- ▶ Serves as liaison on national automation and telecommunications projects and initiatives.

#### **Job Requirements**

Applicants must have proven, high-level experience supervising technical staff and managing a comprehensive automation support operation. Strong leadership, management and organizational skills are essential including the ability to plan, assign and evaluate work; establish priorities and work schedules; and provide guidance and direction to staff. The Assistant Circuit Executive must have experience and skill in administering personnel management functions for a major work unit. The ability to plan, organize and direct a major program to provide for the efficient delivery of automation services to a diverse user group must be demonstrated. The Assistant Circuit Executive must be able to manage multiple competing projects in an extremely fast-paced environment.

Expert technical knowledge of automation and data/telecommunications systems, including state-of-the-art hardware and software applications, is essential. Hands-on technical experience working with PCs, Novell/NT networks, and systems integration is required. Applicants must have extensive experience evaluating automated systems, analyzing and projecting automation needs and developing solutions to effectively meet those needs. Demonstrated experience in planning, managing and implementing major automation projects is essential. Applicants should have a proven record of successfully implementing creative and innovative automation solutions. An understanding of court and judiciary processes is necessary to effectively serve in this position.

Sensitivity to the importance of customer service and responsiveness is critical. Excellent communication skills are required. The successful candidate must be able to communicate effectively, both verbally and in writing, with a variety of people, and must be able to effectively explain highly technical concepts to non-technical users.

Salary: CL 30 (\$51,625 - \$83,951), depending upon qualifications.

To Apply: Send a detailed resume or SF-171 to:

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Closing Date: This position is open until filled.